

Instructions for Completing Requests for Fort Lee Army Support

To request Armed Forces participation in community events, complete and submit this form *not less than 45 or more than 90 days prior to the scheduled program*. The information provided is required to evaluate the event. Please complete all sections. Mail applications to: **COMMUNITY RELATIONS OFFICER, PUBLIC AFFAIRS OFFICE, 1321 BATTLE DRIVE, FORT LEE, VA 23801-1521**. If you require assistance in completing this form please call (804) 734-6965.

Requirements

Army support will only be provided for programs that are in the best interests of the Department of Defense and the Armed services and do not interfere with missions or training programs. Armed Forces units have specific military missions and training requirements. Military operational commitments take priority in all cases and could preclude a previously scheduled appearance at an approved public activity.

Armed Forces musical units were organized to maintain morale and esprit de corps of troops and are traditionally used for ceremonial and recruiting purposes. These units may not compete with local civilian musicians by providing entertainment, background, dinner or dance music at public or private events. However, they may be authorized to provide patriotic programs for community events.

The sponsoring organization must not exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, color or national origin. *It is also requested that the sponsoring agency provide the Community Relations Officer with a schedule of events three weeks prior to the event.*

In some cases, a site visit is necessary prior to the arrival of a military unit. Coordination between the civilian sponsor and the military point of contact is necessary. The purpose of this is to allow military personnel to become familiar with the location of the proposed event.

Costs

Department of Defense policies require that Armed Forces participation in public events be provided at no extra cost to the government. When necessary, the sponsor is required to pay the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed upon by the sponsor. Military participants may not accept any gratuities or fees for their appearances in public programs.

Events Less than 75 miles

Transportation, meal costs, and lodging are not usually incurred when support is provided, within 75 miles of Fort Lee. However, in some instances, due to the time of the support, meal requirements and other extenuating circumstances, reimbursement for any and all expenses may be required. The Public Affairs Office will inform the sponsor if any additional costs are likely to be incurred.

Events More than 75 Miles

Transportation, meal costs and lodging (if applicable) will normally be incurred when an event is over 75 miles from the installation. *Commercial air conditioned transportation must be provided by the sponsor at no cost to the government.* All costs are binding after participants have arrived at an event site, even if weather conditions or unforeseen circumstances force the event to be canceled.